



## County of San Bernardino

# ASSIGNMENT TO VACANT HIGHER POSITION

### Exempt

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An employee directed to continuously perform duties in a vacant higher level regular position, may be granted additional compensation for the time actually worked in excess of one hundred sixty (160) hours (including leave time). Such assignment is called an Assignment to Vacant Higher Position (AVHP).

#### REFERENCES

Current County Exempt Compensation Plan

#### FORMS REQUIRED

Assignment to Vacant Higher Position (AVHP)  
County Employment Application or Résumé (if applicable)

#### MANDATORY FIELDS

All  
All

#### GENERAL INFORMATION

For the purpose of an AVHP, a vacant position is defined as an authorized regular position for which funds have been appropriated and which may be:

- ♦ An unoccupied position due to attrition
- ♦ A position from which the incumbent is on extended leave of absence
- ♦ A new position authorized by the Board of Supervisors

No award shall be made in any situation related to vacation, short-term illness or other temporary relief (temporary is defined as six (6) weeks or less).

**Note:** A County Employment Application is not required for an Unclassified position

Duration of such AVHP will not usually exceed one (1) calendar year.

Employee must meet minimum qualifications for the position, and is assigned and held responsible to fully perform all of the duties normally associated with the higher level position without limitation as to difficulty or complexity of assignment.

Such increase to the higher level shall be determined as if the assignment had been a promotion. *Refer to the Promotion Article in the Exempt Compensation Plan.*

At the end of the AVHP term, refer to department guidelines for further action.

#### PAYROLL SPECIALIST RESPONSIBILITIES

- ♦ Provide AVHP form to employee or appointing authority or designee as requested, along with a County Employment Application (if applicable)
- ♦ Audit AVHP and County Employment Application for completeness (if applicable)
- ♦ Retain copies for department file
- ♦ Submit AVHP and County Employment Application to department Human Resources Officer (HRO) for review (if applicable)
- ♦ Submit HRO approved forms to Employment-Human Resources for approval

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- ◆ Upon receipt of HR approved copy of AVHP, complete a JAR packet pursuant to the Checklist for AVHP and submit to EMACS-HR
  - ◆ Retain copy of JAR packet for department file
  - ◆ Verify that EMACS has been updated to reflect the requested action

*Refer to department guidelines for individual procedures.*

## **DEADLINES**

Refer to Master Calendar for EMACS Processing

## **RELATED FORMS/PROCEDURES**

Promotions

Return to Former Job Code Title From a Vacant Higher Position

Checklist for Assignment to Vacant Higher Position - Exempt